

Job Location: 3230 Jackson Avenue – Memphis, TN 38122

Appeals and Hearings Hearings Officer (Attorney 3) – Shelby County

The Department of Human Services mission is to offer temporary economic assistance, work opportunities and protective services to improve the lives of Tennesseans. Our vision is to be a leader in effectively partnering with human service customers in establishing or re-establishing self-sufficiency to create a better quality of life.

In order to provide due process to Appellants who allege wrongful termination and/or denial of benefits administered by the Department of Human Services, the Hearing Officer will conduct timely, fair, and impartial contested in-person and telephonic hearings covering Supplemental Nutrition Assistance Program (f/k/a Food Stamps), Families First, and Child Support, along with a number of other programs.

The Hearing Officer will also generate timely, well written Initial Orders with the pertinent Findings of Fact and Conclusions of Law.

This job position is located in **Shelby County**.

Position Responsibilities:

- Ensure that all hearings are recorded per applicable regulations and rules;
- Ensure hearings are conducted fairly and that due process is administered on all cases, while safeguarding the legal rights of all involved parties;
- Ensure all parties understand and follow the procedures of the hearing;
- Determine the issue(s) to be presented for each hearing; rule on objections, motions and admissibility of evidence; issue subpoenas and administer oaths in preparation for formal hearings; and examine witnesses when necessary to gain all requisite facts;
- Generate a written Initial Order within the specified time limits;
- Clearly set forth the findings of fact, conclusions of law, and remedy prescribed; and,
- Answer petitions for reconsideration of the Initial Order within the specified time frame.

Position Requirements:

- Law school graduate
- Valid Tennessee law license
- Minimum of 2 years' experience as a practicing attorney preferred.
- Strong Microsoft Office skills, including Word, Outlook, and Excel;
- High level of verbal communication skills
- Ability to remain neutral during contested hearings;
- Possess and maintain a working knowledge of all facets of the Division and a working knowledge of all programs administered by the Department of Human Services;
- Demonstrate knowledge of the Uniform Administrative Procedures Act, Rules of Civil Procedure, and Rules of Evidence, and Code of Federal Regulations. Does not engage in inappropriate ex parte communication;
- Research and analyze applicable regulations, statutes, laws, and policies to determine conclusions of law; and,
- Identify the findings of facts based upon the testimony and evidence proffered at the hearing and set forth in the Initial Order.

Competencies:

- Time Management
- Presentation Skills
- Strategic Agility
- Timely Decision Making
- Priority Setting

Information regarding State of Tennessee benefits:

<https://www.tn.gov/hr/topic/benefits>

How to Apply:

- Please submit resume, cover letter outlining your related experience and recent writing sample to talent.management.dhs@tn.gov by January 18, 2018. All email submissions must include in the subject line: Hearing Officer –Attorney 3
- **Target Salary: \$60, 000** Salary will be commensurate with knowledge, skills and experience directly related to this job.

Applicants may be subject to background screening.

Any position could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.